

COUNTY OF TEHAMA  
DEPARTMENT OF PUBLIC WORKS  
POLICIES AND PROCEDURES

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SECTION VII - Engineering

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| <b>POLICY 7-9</b>  |
| <b>SUBJECT: Engineering Division<br/>Management Plan</b> |

It shall be the policy of the Department that the following Engineering Division Management Plan be utilized.

TEHAMA COUNTY DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION MANAGEMENT PLAN

4-9-98

GOAL:

To maintain an engineering division that is capable of performing all design and construction management tasks that are commonly required of any public works agency in the Northern California region.

## OBJECTIVES:

### 1. Provide Appropriate Staffing.

The Division as presently organized is sufficient to meet the current engineering needs of the Department when all vacancies are filled. The Division is organized as follows:

|           |  |   |
|-----------|--|---|
|           | Division Chief:  | 1 Supervising Engineer                                      |
| Associate | Design Engineers/<br>Resident Engineers                  | 4 Junior, Assistant, or<br>Engineers                        |
| III       | Draftsmen/Construction<br>Inspectors/Traffic Technicians | 3 Engineering Technician I, II, or<br>0.5 Survey Technician |
|           | Right of Way   | 2 Right of Way Agents I and II                              |

In order to meet the division goal on a continuing basis it is critical that this staffing be maintained, and that all staff receive appropriate training.

### 2. Provide Necessary Staff Training.

Education and training are never-ending, on going processes. All staff need initial training to learn specific tasks, and continuing training to keep updated with regard to changing standards, procedures and technological advancements. The requirements of each classification will necessitate different training demands. The following are generally the kinds of training subjects that are expected to be needed:

|                |   |
|----------------|---|
| Division Chief | Supervision, Management, Personnel,<br>Caltrans Procedures, Disaster<br>Programs, Environmental |
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Right of Way Agents

Legal Aspects of Acquisition and Disposal, Descriptions, Public Relations, Caltrans Procedures.

3. Manage Projects For Efficiency and Effectiveness.

The Division Chief is responsible for developing project cost estimates, assigning work, developing task schedules, coordinating the people involved in the project including any consultants, assuring that work proceeds on schedule, and assuring that quality of work meets expected standards. Careful project management is necessary to provide the timely delivery of the Division's products in the most cost effective manner.

4. Maintain Coordination and Cooperation.

Although the need for this objective may appear obvious, it is included to emphasize the importance of working together as a team. The successful achievement of the team goal hinges on the interdependence of its members.

## POLICIES

1. Design.

It is essential that the traveling public be provided with uniform and consistent roadway features wherever they choose to drive. In recognition of this need, the American Association of State Highway and Transportation Officials, (AASHTO), has promulgated on Policy on Geometric Design of Highways and Streets, and Caltrans has developed its Highway Design Manual. These are the basic documents used throughout most regions in California to establish roadway design parameters.

AASHTO has also provided guidelines for bridge design and highway safety design, and Caltrans has more specifically developed its Bridge Design Manuals.

All road and bridge designs shall conform to the standards established by the various applicable Caltrans Manuals. Where the Caltrans manual may

not provide the information needed for a particular requirement, the AASHTO guidelines shall be used. Under any condition where a design standard cannot be met due to topographic or existing developed condition, the Director may approve a design exception.

2. Construction.

Where construction work is done by County forces, the technical procedures in the Caltrans Standard Specifications are to be used to assure construction quality.

Where construction is to be done by contract, the Caltrans Standard Specifications, Standard Special Provisions and the Construction Manual shall be used to administer the contract and to assure construction quality.

3. Right of Way.

Right of way procedures shall conform to the Caltrans Right of Way Manual.

## RESULTS

With proper staffing, training, cooperation and project management, this Division can achieve the following accomplishments annually:

- , Replace at least one deficient bridge.
- , Reconstruct at least one road project
- , Complete at least one traffic safety project.
- , Respond as needed to emergencies and other unusual events including flood control projects.

A point that must be remembered is that even the most highly regarded organizations have set-backs and failures. Rarely is there perfection in any endeavor which depends upon people working together, however, if the Division stays with the Plan and modifies it as necessary to accommodate mandated changes and other unanticipated events, the goal will be achieved.

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Approved

By

Director

Date \_\_\_\_\_